

**STATE OF TENNESSEE
DEPARTMENT OF
FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS
GRANTS OPERATIONAL
CLOSING PROCEDURES
FY 2018**

PURPOSE: This document should be used to assist the Business Unit/Agency with the year-end closing procedures necessary to achieve timely, accurate and consistent grant activity processing and reporting. These procedures may also be used for monthly monitoring and reconciliations of grant transactions and activity. The Tasks should be followed in the order listed.

IMPORTANT
DATES

TASK	ACTION	WHEN	PAGE
1	Analyze and take action to close open grant items in Accounts Receivable which have dates prior to June.	Ongoing	4
2	Analyze and take action to close open On Account items in Accounts Receivable which have dates prior to June.	Ongoing	4
3	Reconcile AR Account 12000001 to Open Items and Trial Balance.	Ongoing	4
4	Identify and complete Customer Contracts in "Pending" status and identify and complete Customer (revenue) Contract Amendments which are still in a "Pending" status.	Ongoing	5
5	Resolve Over-the-Limit (OLT) transactions.	Ongoing	6
6	Identify and resolve errors in revenue recognition.	Ongoing	7
7	Identify and resolve indirect cost (F&A) errors (For automated IDC processing only).	Ongoing	8
8	Review projects that are not associated with a Customer Contract.	Ongoing	10
9	Determine if any abnormal situations exist or if Analysis Types have been used correctly in transactions	Ongoing	10
10	Identify project journals which have not been posted. This task is to be done every Friday through July 27 th and daily from Monday, July 30 th through August 9 th .	06/22-& Ongoing	12
11	Deadline for requesting changes: speedcharts, allocations, chartfields.	6/22	15
12	Evaluate transactions that have not yet been billed	6/23 & Ongoing	15
13	Reconcile grants/project related interunit (IU) revenue with billings.	due 6/23 (For IU billed through May 31)	18
14	Last day for travel expenditures related to Grants/Projects with a June accounting dates to be submitted.	06/29	18
15	New fiscal year billing transactions begin. Two sets of temporary bills on TN_GR03 one with 2018 State Year accounting dates and one with 2019.	07/01	19
16	Last day for the creation and processing of Prepays associated to Customer/Contracts for deposits received in June or before.	07/12	19
17	Edison sub-modules closed for FY18 except Customer Contract Module (revenue recognition) and automated F&A (Indirect Cost) processing	07/12	19

TASK	ACTION	WHEN	PAGE
18	Evaluate and take action to resolve project/grant related journals in the system which have not been posted for FY18 due to budget errors and missing approvals	7/27	19
19	Entry date for Accrued liability (LA) journals with Projects.	7/27	19
20	IU Entry deadline by creating Agency (7/30); Entry deadline by secondary Agency (8/1); Approvals by both Agencies (8/2)	7/30-8/1-8/2	19
21	Entry date for accounts receivable (RA) journal vouchers against accrued liabilities with projects.	08/03	20
22	Last day to enter miscellaneous JV/AG/EX journals to correct an FY18 Project/Grant transaction.	08/03	20
23	Repeat #13 Reconcile Grants/Project related interunit (IU) revenue with billings through June 30.	08/03	20
24	Perform Deferred/Advanced revenue analysis.	08/04	20
25	Analyze Contra -grant related accounts for state year-end balancing and clear all errors on F&A (Indirect Cost) processing and InKind processing.	08/04	22
26	Last day of agency approval for miscellaneous JV/AG/EX journals to correct a FY18 project/grants transaction	08/06	23
27	Last day for approvals by Division of Accounts for miscellaneous JV/EX journals to correct a FY18 project/grants transaction.	08/06	23
28	All interest on Deferred/Advanced Revenue accounts should be posted & conversion (type) Prepaids should be added to the Customer (Revenue) Contract(s) and processed.	08/09	24
29	Customer (Revenue) Contract Module closed for FY18 (revenue recognition for FY18 will NOT occur after this date).	08/09	24
30	F&A (Indirect Cost) automated processing for FY18 closed (stops processing for FY18).	08/09	24
31	Last day for temporary bills on TN_GR03 with an FY 2018 accounting dates.	08/10	24
32	Evaluate miscellaneous JV/AG/EX journals for FY18 project/grant transactions that were not approved and delete the journals.	08/13	24
33	Create a "no Project " JV to adjust for the Utilization (reduction of Deferred/Advanced) of zero dollar billings for FY18 with billed dates in FY19	08/15	24
34	Submit Schedule of Expenditures of Federal Awards (SEFA) to Division of Accounts.	09/17	24
	Extra Notes on Speedcharts/Task Profiles relating to Grant Projects.	Ongoing	30

Task 1: Ongoing- Analyze and take action to close and/or complete Grant Open Items in Accounts Receivable with dates prior to June.

- 1) Run query **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** with current date and/or 6/30 date
 - A) Use the results of the query to analyze and resolve items with an accounting date that is more than thirty days old.
 - B) Research by using **TN_GR05_BLD_TRANS_BY_INVOICE** which returns source transactions for each invoice item needing to be addressed. If the grant is closed or no more federal dollars exist, the query can be used to obtain transaction details of the open item in order to reallocate to another project or funding source.
 - C) Look for offsetting debit and credit invoice items which could be closed using maintenance worksheets
 - D) Analyze other receivables along with grant receivables. **TN_AR04_MISC_DEPOSIT** query can be used to determine if deposits have been recorded incorrectly as a direct journal as opposed to being deposited and applied to open items.
 - E) Ensure all deposits have been taken to the bank and recorded.
 - F) **TN_CM51_END_BALANCE** query can be used to reconcile the ACH run to the deposits.
 - G) Ensure that an “on account” item does not exist to close an open invoice item.
 - H) **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** query should be run on a monthly basis during the year or weekly basis at year end to review and monitor accounts receivable that have been billed.

Task 2: Ongoing - Analyze and take action to close any Open On Account Items in Accounts Receivable with dates prior to June.

On-Account (OA) items result when a deposit is not applied to an invoice. These funds are recorded to a generic deferred revenue account (35000700) rather than applied to the accounts receivable account (120000001). The deposit has been recorded to a specific “Customer/Sponsor” and needs to be resolved.

The **TN_AR18B_OPEN_OA_ITEMS_GL_BAL** query returns the source of the On-Account Items. If the source is GL, the Item ID is the journal number. If the source is AR, the Item ID is the On-Account Item recorded in Accounts Receivable.

- A) Division of Accounts does not recommend deposits be put “on-account” (recorded to the generic deferred revenue account) for grant funds.
- B) All open OA deposit items should be closed within fourteen (14) days of the accounting date. A maintenance worksheet should be used to net the credits against the open invoice items.
- C) Prior to netting any OA credits with open invoices, the **TN_GR05_BLD_TRANS_BY_INVOICE** query should be used to validate that the **accounting dates** of the source transactions are from either the **same fiscal year** or a **prior fiscal year** of the OA deposit they offset. *** This is applicable only when crossing state years at year-end.
- D) Enter a maintenance worksheet within the current fiscal year following guidelines in the Edison AR. Be sure to change the “Accounting Date” to 06/30/2018.
- E) Sufficient documentation should be attached to the OA (On Account) credits. Information provided should include the source of the funds, date of receipt of funds, and reason the amounts were put on the customer’s account.
- F) Analyze this account, 35000700, on a monthly basis during the year and on a weekly basis at year end.

Task 3: Ongoing- Reconcile AR Account 12000001 Trial Balance amount to Open Invoice Items for current date

Notes on addressing this task:

- The timing of this task is extremely important. It is highly recommended this task be executed the first thing in the morning and no processing take place in AR and Billing until all queries have been completed.
 - AR or BI journals should be posted and journals generated to the GL – all AR/BI queries used for month-end closing need to be run.
 - Single Action job (TBIJOB3) from the previous day needs to be completely processed before the nightly Edison (AR, BI, and GL) jobs begin processing (at 5:00 PM Central time).
 - The AR_UPDATE process should not be ran by the agency until all queries related to this task are done.
 - If regular JV/AG/EX journals have been created using this account, these transaction types need to be analyzed if a reconciling difference exists.
 - Prior state year has closed and balances have rolled. Period “0” is the ending balance rolled forward from previous state year(s). The current state year’s activity is in the numbered periods 1 to 12 in the above example. If the prior state year has not closed, this query should be run for the current year and previous year. (No period 0 balance would indicate that prior year activity has not been closed.)
- A) Run query **TN_GL048_TRIAL_BALANCE_ACCT**. The balance in account 12000001 needs to be reconciled to the business unit’s open items. An open item is an invoice on which funds have not been received and payment have not been applied and/or closed. Use pivot table functionality and ignore the project information in the results of the query.
 - B) Run query **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** (recommend using the ending accounting date of the current month). This query should be used if agency has other than “Grant” billings.
 - C) **TN_AR18C_ALL_OPEN_GRANT_ITEMS** query can also be used. Use pivot table functionality and sort the query results by Customer number or name then by Contract. This query should be used if agency only has Grant billings.
 - D) Run the **TN_AR21_ACCOUNT_ANALYSIS** query for Account 12000001 for each period past the period one is trying to back into the results. To understand what the Data Source AR and BI represents – AR in this query represents Invoice Items closed, while BI represents new Invoice Items billed. Enter the amount of TN_AR18C by Fund and the Grand Total from the TN_AR21 query(s) from the accounting dates past the quarter end which gives one the AR that has been closed and the new Billing which has occurred to the current date. Reverse the Grand Total sign. This should give one the Accounts Receivable at date desired.
 - E) Compare the Trial Balance to the Open Items returned by **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** to determine the difference that must be reconciled.
 - F) The value returned should also equal the amount in FSCM>Accounts Receivable> Receivable Analysis> Aging> Aging by Chartfield Rpt (Report). If you have not been here, you will need to create a run control to be able to receive the results of the report (AR30006). The report will appear on the Administration tab of the Report Manager in a PDF file format, however it can be returned as an XML file.
 - G) The reconciliation should involve checking to make sure all open invoice items reconcile to general ledger as well as ensuring the general ledger balance is reconciled with open invoice items in the AR module and any differences should be investigated for propriety. The AR30006 report will reflect all open invoice items and should be used to complete the reconciliation.

Task 4: Ongoing- Identify and complete any Customer (revenue) Contracts/Grants in a “Pending” status or any Customer (revenue) Contract Amendments in a “Pending” status.

Contracts/Grants will not bill or recognize revenue unless their status is “Active.” All steps should be taken to ensure that all Customer Contract/Grant are set up to allow expenditures to occur, revenue to be recognized, and billing to occur.

- 1) Run query **TN_GR22_CONTRACTS_PENDING** to identify all projects related to a pending contract.

- 2) If this query returns results, this means the following tasks should be completed:
 - a) Finish setting up the contract information
 - b) Finish setting up the bill plan information
 - c) Finish setting up the rate set information
 - d) Make the contract active
 - e) Add the "Attributes" to the award profile
 - f) Attach documentation to the award profile
 - g) Make sure project budget has been finalized
 - h) Make sure appropriate project type has been entered (e.g. GRANT or Business Unit specific)
- 3) Run **TN_PR101_PROJECT_COST_DETAIL** for each project returned by **TN_GR22_CONTRACTS_PENDING** to determine if any transactions occurred while the contract/grant(s) were pending.
- 4) Even if the query does not return results, Commitment Control should still be checked for these projects. Navigate to FSCM>Commitment Control> Review Budget Activities> Budgets Overview and review.
- 5) Run **TN_GR40_PENDING_AMENDMENTS** to identify all Customer (revenue) Contracts which have a Contract amendment which is still in a pending status.
- 6) Complete the Customer (revenue) Contract amendment.
- 7) If expenditure transactions have occurred or currently remain in an OLT (Over the Contract Billing Limit), the agency would need to notify the Edison Help Desk requesting that the Grant/Projects team run "PC_PRICING." Provide the following information: the BU, Project ID and accounting date range in order to run this process.

Task 5: Ongoing - Identify and resolve any Over-the-Limit (OLT) transactions.

Transactions that are OLT will not generate a bill or recognize revenue. If the transactions are not eligible for billing, they should be reallocated to a different funding source. The transactions acquired from the **TN_GR19_OLT_DETAIL** can be moved and still end up back in the OLT query.

Evaluate the cause of the OLT transactions and reallocate items that need to be re-distributed.

- 1) Run query **TN_GR19_OLT_CHECK**. (It is recommended to run this query weekly.)
- 2) If this query returns results, one of the four actions must be taken:
 - a) Determine if the Federal grant allows the billing limit to be increased. If the limit can be increased, process a contract amendment (follow directions in Grant Manual online Section 3.2) and request via email the Edison/Financials Grant Team to run the "PC_PRICING" process. The BU, Project ID, and accounting dates should be provided.
 - b) Determine if expenditure transactions need to be reallocated to a different grant/project.
 - i) Run query **TN_GR19A_OLT_DETAIL** to get detailed transactions of the OLT amount.
 - ii) Use the details from **TN_GR19A_OLT_DETAIL** to create the GL journal voucher to move the expenditures to the new grant/project. The **AG Source type journal** should be used since the reallocation journal lines would net to zero by BU, Fund, Account, and the first five digits of the Department ID, and the journal would process quickly.
 - c) Determine if the expenditure transactions need to be moved to state expenditures.
 - i) Run **TN_GR19A_OLT_DETAIL** to get detailed transactions of the OLT amount.
 - ii) Use the details of query **TN_GR19A_OLT_DETAIL** to create the GL journal voucher to move the expenditures to the "State" activity. Use analysis type of CGE for State Activity items (debits) and analysis type of GLE for Federal Activity items (credits). This would credit existing OLT transactions

- with analysis type “GLE” and debit same chartfield string changing the activity to “State” with analysis type “CGE”.
- d) Determine if the transactions need to be moved to state expenditures with no project information.
 - i) Run query **TN_GR19A_OLT_DETAIL** to get detailed transactions of the OLT amount.
 - ii) Use the details of query **TN_GR19A_OLT_DETAIL** to create an AG journal voucher to credit OLT transactions, with analysis type of “GLE”, and debit same chartfield string but with NO project information or analysis type.

TN_GR19_OLT_CHECK query should be run weekly and the results promptly addressed! Not adjusting OLT transactions WILL cause a difference in expenditures and revenue for specific period(s) and for state year(s) as well as creating differences in SEFA reporting.

Remember, one can only increase a Customer (revenue) Contract to the granted (funded/awarded) amount!

Task 6: Ongoing - Identify and resolve errors in revenue recognition.

Overview of Task 6:

Step 1: Identify Customer Contracts which have revenue recognized to a wrong activity. Create new grant/projects to move expenditures. Analyze the results and make corrections with journals as needed.

Step 2: Resolve other errors in revenue recognition: Identify and resolve revenue not recorded to a CN Journal.

Step 3: Recognize revenue and expenditures in the same year to avoid improper SEFA reporting.

Details of Task 6:

Errors in revenue recognition occur if the “Rate Set” on the contract/grant is not changed when transactions are priced but could or could not have been billed.

- **Query TN_GR24A_REV_WRONG_ACTIVITY** returns values in which revenue has been recognized on the following Activities: DEFAULT, DONATIONS, INKIND, PROGRAMINC, STATE, STATEOTHER, OTHERSTATE, INTERFED, INTERMATCH, NONGOV, and LUSTTRUST. Federal revenue, 68001000, should not normally be recognized for these activities.
- This query will also help to identify by Project ID and Customer (revenue) Contract the amount of program income which has reduced the billing (these numbers would be debit amounts instead of the normal credit transaction which is revenue recognition). This will assist with the reconciliation of the SEFA to the GL.

- 1) Run Query: **TN_GR24A_REV_WRONG_ACTIVITY** and identify Customer Contracts which have revenue recognized to a wrong activity. Create new grant/projects to move expenditures. Analyze the results and make corrections with journals as needed.

Monitoring procedures for revenue recognition....

- Run **TN_GR27_RATE_SET_ERRORS** on a weekly basis or after the activation of new grants in Edison. This query will return an error value even if the Rate Set’s begin date is different than the start date of the grant.

- Review **TN_GR03** query daily for the “STATE” activity appearing (STATE activity should NOT appear on TN_GR03) with any transactions unless one is trying to correct a previous transaction which improperly billed.
- Review **TN_GL64_REVENUE** query looking for 68001000 on projects with STATE activity.
- Review **TN_GR_A07_REV_NOT_JOURNALED** query looking for revenue lines which have not been journal generated or created.

2) Identify and resolve revenue which has not been recorded to a CN journal.

Query, **TN_GR_A07A_REVENUE_NOT_CREATED**, also returns values on the PREPAID utilization where the reduction of the prepaids 35XXXXXX account has not be created due to a chartfield value related to the prepaid being inactivated. For assistance on clearing these, please contact the Division of Accounts Grant Accounting manager.

3) It is important to understand the impact of revenue being recognized in a different year than expenditures.

Revenue recognized in a different year than expenditures can occur if:

- An “OLT” transaction existed in one state year and was not resolved within the same state year the OLT occurred.
- Expenditures were processed after the Customer Contract module was closed. (August 9th).
- Customer Contract was not moved to “active” status until after the Customer Contract module closed.

Run query **TN_GR06X_REV_EXP_IN_DIFF_YEAR**.

Following is an example of agency 40100 viewed by using pivot table functionality which is normal for this to occur; for other agencies, it is not normal for this to occur.

Sum of Amount		REV Year
PC Bus Unit	EXP Year	2018
40100	2010	\$41.64
	2011	\$1,141.22
	2012	\$70,789.40
	2013	\$97,870.75
	2014	\$432,309.85
	2015	\$607,566.47
	2016	\$1,330,210.09
	2017	\$9,432,476.04
Grand Total		\$11,972,405.46

This step is important when reconciling the Schedule of Expenditures of Federal Awards (SEFA) query to the GL. It is critical to remember revenue recognized in a different year causes the SEFA query to pull incorrect data. The SEFA query pulls from “REVENUE RECOGNIZED” from the expenditures.

System generated revenue is not posted in an adjusting period (991, 992, etc.). The re-allocation of the expenditures may occur in the adjusting periods. The revenue, however, will be generated and recorded in period 12.

Task 7: Ongoing - Identify and resolve indirect cost (F&A) errors. (For agencies using automated Indirect Cost (F&A) processing only).

Automated indirect cost is produced by Edison using a batch process. If one SFA line item within the batch is in an error status, none of the SFA rows will be produced.

1) Run **TN_GR28_SFA_COM_CNTRL_ERRS** query.

Unit	Project	Activity	Account	Fund	Sum BU Amount	Excpn Typ	Description	Ledger Grp	Contract	LIMIT AMT BIL
32801	WROHV7OFFHIWA17	INTERFED	89040000	20001	\$ 2,444.26	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	OHV7OFFHIWAYV17	\$ 816,788.00
32801	WRSW16INSTRMF17	FEDERAL	89040000	20001	\$ 643.26	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	SWG16INSTREAM17	\$ 80,448.00

2) Run **TN_GR29_SFA_INTERACTIVE** query.

Error Stat	Description	Unit	Project	Activity	Anl Type	Account	Dept	Fund	Loc CF	IDC Amou	User Code	GL Unit	Trans Date	Acctg Date
E	Error in Budget Checking	32801	WROHV7OFFHIWA17	INTERFED	SFA	89040000	3280100041	20001	19009	37.92	421100	32801	5/3/2018	4/30/2018
E	Error in Budget Checking	32801	WROHV7OFFHIWA17	INTERFED	SFA	89040000	3280100041	20001	19009	391.1	421100	32801	5/3/2018	4/30/2018
E	Error in Budget Checking	32801	WROHV7OFFHIWA17	INTERFED	SFA	89040000	3280100041	20001	19009	2005.4	447000	32801	5/3/2018	4/30/2018
E	Error in Budget Checking	32801	WROHV7OFFHIWA17	INTERFED	SFA	89040000	3280100041	20001	19009	9.84	447000	32801	5/3/2018	4/30/2018
E	Error in Budget Checking	32801	WRSW16INSTRMF17	FEDERAL	SFA	89040000	3280100051	20001	19009	643.26	774600	32801	5/3/2018	4/30/2018

Contract	Trans ID	Source Journal ID	Source Jnl Date	Source Ac	Source Dept	Source Fu	Source Lo	Source Us	Source An	Source Trans Date	Source Acctg Date	Source Amc	Source F&A Status
OHV7OFFHIWAYV17	313520773			70100001	3280100041	20001	19009	421100	SPY	4/15/2018	4/15/2018	\$ 119.31	N
OHV7OFFHIWAYV17	313520774			70100001	3280100041	20001	19009	421100	SPY	4/15/2018	4/15/2018	\$1,230.64	N
OHV7OFFHIWAYV17	313520775			70100001	3280100041	20001	19009	447000	SPY	4/15/2018	4/15/2018	\$6,310.27	N
OHV7OFFHIWAYV17	313520776			70106001	3280100041	20001	19009	447000	SPY	4/15/2018	4/15/2018	\$ 30.97	N
SWG16INSTREAM17	313520897			70100001	3280100051	20001	19009	774600	SPY	4/15/2018	4/15/2018	\$2,024.10	N

a) **TN_GR28_SFA_COM_CNTRL_ERRS** query returns summary amounts of SFA/Indirect cost errors while **TN_GR29_SFA_INTERACTIVE** query returns the details by the various chart fields of the amounts that make up those errors and the source values attempting to create the indirect cost.

b) Listing of possible errors could include the following:

- (i) E6 = Budget Date out of Bounds - The dates would need to be extended on the project, activity, grant, contract, & in commitment control. The summary error will list both the parent (PRJ_OVR_PR) and the child (PRJ_FDS_CH) ledger group.
- (ii) E1 = Exceeds Budget Tolerance - The overall project budget limit has been reached. Determine if the budget can be increased or if the expenditures need to be reallocated.
- (iii) AD = No Offset Associated Department - If a new department has been added to an agency/BU and it was not added to the F&A Institution configuration, this error would be returned. If this error appears, notify the Edison Financials Grant/Projects team.
- (iv) RF = Funded Rate Pct Not Found - This error would appear if a funded rate percentage is not defined on the Project Activity F&A Rate page. To correct add Rate to the Project Activity.
- (v) RI = Institution Rate Pct Not Found - This error would appear if an institution (BU) rate percentage is not defined on the Project Activity F&A Rate page. To correct add to Institution.

Following are the most common errors and ways to correct them:

- 1) E6 Error b(i): the date of the project would need to be extended in Commitment Control, if applicable (done by Edison GL with a Help Desk ticket).
- 2) E1 Error b(ii): option A - increase the project budget to allow for the F&A to process, if applicable, or option B - remove the F&A from the project activity.

If you have the base transactions (from which the indirect cost was produced) that are in OLT, F&A (IDC) budget errors are possible. Also, if base transactions are moved, the next time F&A is run, the system will automatically move the related IDC (indirect cost).

All F&A errors should all be cleared by August 9th when the Edison Grant's team will **STOP** the automated processing for Indirect Cost.

Task 8: Ongoing - Review and analyze projects that are not associated with a Customer Contract.

Review and analyze projects that are not associated with a Customer Contract to identify potential unbilled and unrecognized revenue.

- 1) Run Query: **TN_GR22A_PROJ_NOT_ON_CONTRACT**.

1	PC BU	Project	Activity	Activity Type
2	34901	SFDISTRICT01	DEFAULT	UNKWN
3	34901	SFDISTRICT02	DEFAULT	UNKWN
4	34901	SFDISTRICT03	DEFAULT	UNKWN
5	34901	SFDISTRICT04	DEFAULT	UNKWN
6	34901	SFDISTRICT05	DEFAULT	UNKWN
7	34901	SFDISTRICT06	DEFAULT	UNKWN
8	34901	SFDISTRICT07	DEFAULT	UNKWN
9	34901	SFDISTRICT08	DEFAULT	UNKWN
10	34901	SFDISTRICT09	DEFAULT	UNKWN
11	34901	SFDISTRICT10	DEFAULT	UNKWN
12	34901	SFDISTRICT11	DEFAULT	UNKWN
13	34901	SFDISTRICT12	DEFAULT	UNKWN
14	34901	SFDISTRICT13	DEFAULT	UNKWN
15	34901	SFDISTRICT14	DEFAULT	UNKWN

- 2) Determine if it is just a reporting project, if so, it is valid to pull on this query.
- If transactions have been recorded against these projects, revenue has not been recognized and nothing has billed in the system. These are reporting only, and do NOT initiate a federal draw.
 - If costs need to be allocated to grant projects, run query **TN_PR101_PROJECT_COST_DETAIL** to get the details needed to enter a GL journal voucher to reallocate transactions.
 - If reallocations are done by the Edison Financials staff, the agency should check each month following the reallocations to make sure all values were reallocated.

Task 9: Ongoing - Determine and resolve any abnormal situations which exist or if "analysis types" have been used incorrectly in transactions.

The "Activity" along with the "Analysis types" should identify the funding source.

- 1) Run the query **TN_GR23_ANL_TYPE_ABNORMAL** for the date range of the current state year. If nothing returns on the query, no abnormal situations exist. The ACCOUNTING_DT that should be entered is **first day** of the fiscal year, for FY18 would be 07/01/2017.

Following is an example of an analysis type of "GLR" (general ledger revenue) against an expenditure (70307000) account. This is an error and needs to be corrected with a GL journal voucher to change the analysis type from GLR to GLE (general ledger expenditure). However, take care that this was not a correction of an earlier transaction since it is recommended to run the query for just one state year.

Sum of Sum Amount					An Type	
Unit	Contract	Project	Activity	Account	GLR	Grand Total
34501	HS00CACFP000A17	HS00CACFP000A17	FEDERAL	71307000	\$7,366.09	\$7,366.09
	HS00CACFP000CILA17	HS00CACFP000CILA17	FEDERAL	71307000	\$378.81	\$378.81
Grand Total					\$7,744.90	\$7,744.90

- 2) If the query returns results, the **TN_GR23A_JOURNAL_INQUIRY** query should be run by Project ID with specific chartfield information to fix the mismatched situations or can be found by running query **TN_PR101_PROJECT_COST_DETAIL**.

Note: When an abnormality is corrected, the TN_GR23_ANL_TYPE_ABNORMAL query will no longer return the value since offsetting correction exists in Edison, however if you wanted to see both sides to make sure the value has been changed run TN_GR23A_JOURNAL_INQUIRY for just that project ID for the overall time frame (when the first transaction occurred to the current date) to find the correcting journal ID. Below shows the correction AG journal reversing the GLR transaction line and entering the correct “GLE” analysis type.

- a. The combination of a STATE Activity and a GLE (general ledger billable expenditure) AN (analysis) type is invalid. For the invalid transactions, process a GL journal voucher and move the expenditure from the analysis type of GLE to a CGE (cost shared general ledger expenditure). If only changing the AN Type, an “AG” source journal can be used.

Example of STATE Activity(s) with incorrect AN Type of GLE – should be CGE:

Sum of Sum Amount						
Unit	Contract	Project	Activity	An Type	Account	Total
34501	HS00CCDFMN00A12	HS00CCDFMN00012	STATE	GLE	71312000	-\$264,903.18
Grand Total						-\$264,903.18

- b. The combination of a Federal activity and a CGE (cost shared general ledger expenditure) analysis type is invalid. Process a GL journal voucher and move the CGE to GLE (general ledger billable expenditure) analysis type.

Example of FEDERAL Activity(s) with incorrect AN Type of CGE – should be GLE:

Sum of Sum Amount						
Unit	Contract	Project	Activity	An Type	Account	Total
35910	FOSTERCARE18	CHIVEFCAPMAIN18	FEDERAL	CGE	71312000	\$159,264.04
Grand Total						\$159,264.04

- c. The combination of a Rate Set that is FEDERAL “68001,” and the activity is NONGOV usually indicates a mismatch. Federal revenue could be overstated. However, this specific example could be acceptable if an agency received Federal funds from a nongovernmental provider and the reporting of those funds were required to be reported on the Schedule of Expenditures of Federal Awards (SEFA).

Example of Rate set mismatched against the Activity (Federal 68001 Rate vs. Activity of NONGOV):

	A	B	C		E	F	G	H	I	J	N
1	Unit	Contract	Line Num	Rate Set	Project	Activity	An Type	Account	Dept	Fund	Sum Amount
2	34101	NEXTEL PROJECT 2010	1	68001	MINEXTL100N2010	NONGOV	GLE	70302000	3410400100	11000	319.00
3	34101	NEXTEL PROJECT 2010	1	68001	MINEXTL100N2010	NONGOV	GLE	70302000	3410403100	11000	(159.50)

- d. For the purpose of the example above it is assumed the Federal (68001) rate set on the Customer Contract/Grant is incorrect. With this assumption, any activity other than “FEDERAL” would result in improperly recognized Federal revenue if any expenditure(s) occurred.

Do the following corrective measures:

Create a new grant through the proposal method with the correct rate set on the Customer Contract/Grant & move with a GL journal voucher all the expenditures from the old Project ID/Grant-Customer Contract to the new Project ID/Grant-Customer Contract.

- e. Other abnormal situations that may return on this query would include the activity of PROGRAMINC. This could be a valid transaction if the agency is manually recording the program income. If the receipt of funds was originally recorded as 6808000 – Current Services with a Project ID and analysis type GLR, an adjusting entry is needed (see example below). The agency/business unit would need to re-allocate with a GL journal voucher the related revenue which should be affected by the program income being received.

Valid Program Income revenue accounts are below:

Account	Description
68030001	Counties-Program Income
68050001	Cities-Program Income
68060001	Non-Gov-Program Income
68080005	Current Services-Program Income
68090002	Interdept-Program Income
68095002	Interdept_CU-Program Income

Following is an example of this reallocation GL journal entry if Program Income had been recorded when received as “Current Services/68080000” incorrectly.

BU	Fund	Dept	Account	Location CF	PC BU	Project ID	Activity	AN Type	Amount	Description
31865	11000	3186501003	68080000	19000	31865	TNXXXXX	FEDERAL	GLR	\$ 50.00	Reallocation of Program Income Exp
31865	11000	3186501003	68080005	19000	31865	TNXXXXX	PROGRAMINC	GLR	\$ (50.00)	Reallocation of Program Income Exp

If the automated program income method is being used (certain configuration is required in order to use this functionality), no reallocation journal is needed.

Note: Program income will be a difference in the amounts for revenue to expenditures only when using the automated process for program income.

- f. Verify that any other abnormal combinations are valid documenting your research and attaching it to the Award profile.

Task 10: 06/22 - Identify Project-related journals which have not posted (If a Journal has not posted, the results of the subsequent Tasks/queries may be misleading)

This task needs to be done **EVERY Friday through July 27th** and **daily beginning Monday, July 30th through Friday, August 3rd**, the last day to enter Grant/Project journal entries. Also recommend doing this task **every morning through August 9th** which is the last day for Division of Accounts to approve those journals.

Note: The last day to enter an AG/JV/EX journal involving projects is Friday, August 3rd!

1) Run query: **TN_GR20A_JRNL_NOT_POST_GR**

1	Unit	Journal ID	Date	Account	Dept	Program	Fund	Location CF	User Code	PC Bus Unit	Project	Activity	An Type	Sum Amount	Status	Budget Status	N=None,G=Pending,P=Appr to Post	Source
2	31701	2522841	4/25/2017	68012000	3171100001	112005	11000	19000		31701	FA13FKHP	FEDERAL	GLR	\$ (1,137.20)	V	V	G	JV
3	31701	2522841	4/25/2017	71304000	3170600003	62020	11000	50000		31701	FAVOCAL15P	FEDERAL	GLE	\$ (800.00)	V	V	G	JV
4	31701	2522891	4/30/2017	72500000	31703000020	30810	12001	19000		31703	ITGG0001	GGITS	GLE	\$ 468.72	V	V	P	MU
5	31701	2522891	4/30/2017	72500000	3171100001	111004	11000	19000		31701	FA16CAHADM	STATE	CGE	\$ 59.55	V	V	P	MU
6	31701	2522891	4/30/2017	72500000	3171100001	111004	11000	19000		31701	FA16CAHADM	FEDERAL	GLE	\$ 59.56	V	V	P	MU
7	31701	2522894	4/30/2017	72503000	3170300008	31703	12001	19000		31703	ITAG18R	AG007543	GLE	\$ 570.00	V	V	P	MU
8	31701	2522897	4/30/2017	72503000	3173000001		15000	19105		31730	SD3173000317T06	CURRENT_SERVICE	GLE	\$ 1,980.00	V	V	P	MU
9	31701	2522899	4/30/2017	72503000	3170300016	30811	12001	19000		31703	ITAG036	30811	GLE	\$ 15.40	V	V	P	MU
10	31701	2522899	4/30/2017	72503000	3171100001	111004	11000	19000		31701	FA16CAHADM	STATE	CGE	\$ 13.87	V	V	P	MU
11	31701	2522899	4/30/2017	72503000	3171100001	111004	11000	19000		31701	FA16CAHADM	FEDERAL	GLE	\$ 13.88	V	V	P	MU
12	31701	2522901	4/30/2017	68090000	3170300001	32803	12001	19000		31703	ITAG14J	32803	GLR	\$ (3,200.00)	V	V	P	MU
13	31701	2524211	4/26/2017	71300000	3170600003	62012	11000	19000		31701	FASTOP15PR	FEDERAL	GLE	\$ 67,904.94	V	V	P	IU
14	31701	2524214	4/26/2017	71300000	3170600003	62020	11000	19000		31701	FAVOCAL15P	FEDERAL	GLE	\$ 30,861.54	V	V	P	IU
15	31701	2524216	4/26/2017	71300000	3170600002	61020	11000	19000		31701	FAJAG14P	FEDERAL	GLE	\$ 2,922.09	V	V	P	IU
16	31701	2527156	4/28/2017	70602000	3170300001	32803	12001	19000		31703	ITAG14J	32803	CGE	\$ (39.95)	V	V	G	JV
17	31701	2527156	4/28/2017	70905000	3170300001	32803	12001	19000		31703	ITAG14J	32803	CGE	\$ 39.95	V	V	G	JV

2) Make sure date prompts to include **all** open period dates.

3) Determine why the journals listed are not posted.

The example above shows some of these as Valid in budget checking status, while other journals are "E" for budget errors. If the budget status is "N" the journal has not been budget checked.

Journal processing statuses include:

- "N" which means the journal is awaiting agency approvals.
- "G" represents the journal is in a "Pending" status.
- "P" represents the journal has been approved to post.
- "E" represents the journal contains an error and needs to be resolved.

Errors on Journals can also be found by running query **TN_GL13_BUDGET_EXCEPTIONS**. For Project ID related errors filter Budget Period to show "ALL and "2018."

Unit	Journal ID	Date	Excpn Type	Ledger Grp	Project	Activity	Account
31701	2841917	5/9/2018	Budget Date out of Bounds	PRJ_FDS_CH	FAARREST13P	FEDERAL	71300
			Budget Date out of Bounds	PRJ_OVR_PR	FAARREST13P	(blank)	(blank)
			No Budget Exists	ALLOTREV	(blank)	(blank)	68040
	2855387	5/31/2018	Exceeds Budget Tolerance	PRJ_OVR_PR	FASTOP15A	(blank)	(blank)
			No Budget Exists	PRJ_FDS_CH	FA16ESHP	FEDERAL	72500

Other budget errors could result from a budget item not existing on the grant/project budget. From our query results above, Journal 2855387, the budget error is "No Budget Exists" for budget item 72500 (Professional Services State) on the Ledger Group PRJ_FDS_CH (the budget item level of the project) on

Project ID FA16ESHP. Even if the needed budget item was added to the project budget and finalized, the journal would still fail budget checking if the Project Accounting Date (see Budget Detail screen shot) is not changed. However, one should also consider if the expenditure trying to be charged is an allowable expenditure to the Grant Project ID.

- There also exists a budget error on the overall, PRJ_OVR_PR ledger group of the Project ID.

The additional budget error is "Exceeds budget tolerance." The Project budget errors (No Budget Exists or Exceeds Budget Tolerance) can be corrected by the agency/business unit by increasing the project budget, *if allowable*, or reallocating expenditures.

Budget Detail

Project FA16ESHP 2016 AC COMP FIXED GRANT - 100

Budget Period 1 Begin Date 08/01/2016 End Date 07/31/2020 [Finalize](#) [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$1,547,018.00
Sponsor Budget \$1,547,018.00 Security Status None

Budget Amounts for Period [Personalize](#) | [Find](#) | [View All](#) | [1-3 of 3](#) | [Last](#)

[General](#) | [Project Detail](#) | [Commitment Control Detail](#) | [Grants Detail](#) | [PDF](#)

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Amount
GRANTS	11000	31711	71300	19000	FEDERAL	BUD	991,698.00
GRANTS	11000	31711	71300	19000	FEDERAL	BUD	555,320.00
PROF_SRVC_STATE	11000	31711	72500	19000	FEDERAL	BUD	0.00

[GL Journal Exceptions](#) | [Line Exceptions](#)

Business Unit 31701 Journal ID 0002855387 Journal Date 05/31/2018

*Exception Type [Error](#) ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows 100 [Search](#) [Advanced Budget Criteria](#)

Budgets with Exceptions [Personalize](#) | [Find](#) | [View All](#) | [1-3 of 3](#) | [Last](#)

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Fund	Account	PC Bus Unit	Project	Activity
1	31701	PRJ_OVR_PR	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...	11000			FASTOP15A	
2	31701	PRJ_FDS_CH	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	11000	72500	31701	FA16ESHP	FEDERAL

Budget Detail

Project FA16ESHP 2016 AC COMP FIXED GRANT - 100

Budget Period 1 Begin Date 08/01/2016 End Date 07/31/2020 [Finalize](#) [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$1,547,018.00
Sponsor Budget \$1,547,018.00 Security Status None

Budget Amounts for Period [Personalize](#) | [Find](#) | [View All](#) | [1-3 of 3](#) | [Last](#)

[General](#) | [Project Detail](#) | [Commitment Control Detail](#) | [Grants Detail](#) | [PDF](#)

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Accounting Date
GRANTS	11000	31711	71300	19000	FEDERAL	BUD	06/30/2017
GRANTS	11000	31711	71300	19000	FEDERAL	BUD	06/17/2016
PROF_SRVC_STATE	11000	31711	72500	19000	FEDERAL	BUD	Agency 05/26/2018

Need to change Accounting Date to a date prior to Journal date

Following is an example of a budget error on Journal 000285444. The journal is in budget error because the journal “Exceeds Budget Tolerance” on the “ALOTCAT_PR”.

This is an allotment error:

- Account 1 (above the line expenditures) and Account 2 (below the line expenditures - all other expenditures) can only be corrected by budget personnel.

These errors are on allotment/department 33204 and Account 2 (below the line expenditures).

GL Journal Exceptions
Line Exceptions

Business Unit 33205
Journal ID 000285444
Journal Date 05/31/2018

*Exception Type Error

Maximum Rows 100

Search

☐ Override Transaction

☐ More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

Personalize Find View All First 1 of 1

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Fund	Dept	Account	Budget Period
1		33205	ALOTCAT_PR	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...	60000	33204	2	2018

- Before proceeding, ensure that all journals affecting projects are posted.
- Ensure auto-reversing journals processed for year-end post in the next state fiscal year and no journals fail to post due to budget errors.

If the auto-reversing journal does not post due to a project budget error, the agency/business unit should contact the Division of Accounts General Ledger section for assistance.

Task 11: 06/22 – Deadline for requesting changes:

- For new speedcharts for FY19 that must be completed by July 1st.
- Requests to Edison for iNovah allocations for FY19.
- Requests to Edison to change existing allocations to a different speedchart.
- Requests for new FY19 chartfields to be established by July 1st.

Task 12: 06/23 & ongoing – Evaluate transactions that have not billed

- Run query **TN_GR20_UNBILLED_TRANS_DETAILS**.
- Analyze the **TN_GR20_UNBILLED_TRANS_DETAILS** by referencing the following:
 - Billing Anal Type of Priced Row
 - BIL = can be billed
 - OLT = over the billing limit & will not bill (these have to be resolved)

- b) Billing Status
 - i) Priced = ready to send to billing
 - ii) Billing Worksheet = in billing and could be a temp bill or an invoice
 - iii) Ignore = will not be billed
 - iv) Unbillable/Nonbillable = not current billable (may be temporary)
 - v) S = in process
 - c) Contract Process Status
 - i) Must be in "Active" to bill
 - d) System Source of Original transaction
 - i) AP Batch = Accounts Payable
 - ii) Batch Time & Labor = Payroll
 - iii) EX Batch = Uploaded Journal
 - iv) GL Batch = General Ledger
 - v) GM Batch = Grants F&A (Indirect Cost)
 - vi) PC Online Entry Panel = direct entry in Project costing (generally adjusting entries only done by Edison)
 - e) GL Distribution Status of Revenue Recognition
 - i) **C** = Revenue processing has not yet occurred
 - ii) **Generated** = Revenue accounting lines have been created but not yet posted to GL
 - iii) **Distributed** = Revenue has been recognized and posted to GL
 - iv) **Ignored** = Revenue will not be recognized
 - v) **None** = Revenue has not been recognized
 - vi) **S** = Revenue is in process
- 3) A pivot table should be used to analyze this query.
- a) Having "Contract," "Contract Status," and "Contr Proc Stat (Processing Status)" as the row labels in the pivot table is recommended. This view will show whether Customer Contracts are "Active" – any status other than "Active" will not bill or recognize revenue.

Contract	Contr Status	Contr Proc Stat
DPTDS2018	ACTIVE	Active
OCDEF2018	ACTIVE	Active
TDOS-USTOP18	ACTIVE	Active

- 4) Modify or create a new pivot table to analyze the Billing Status by putting "Project ID" as the row labels, "Billing Status" as column label and amount as the "Σ sum" value. The Billing Worksheet amounts should equal the value on **TN_GR03_BILLING_DETAIL** query for that particular day by project ID. If they do not, proceed to #5.

Contract	Contr Status	Contr Proc Stat	Billing Status		Grand Total
			Billing Worksheet	Priced	
MISUSTR100F2018	ACTIVE	Active	\$154,782.43		\$154,782.43
MIT FY 2018	ACTIVE	Active	\$15,640.18		\$15,640.18
MITECF0100F2018	ACTIVE	Active	\$118,704.03		\$118,704.03
MITECSR100F2017	ACTIVE	Active		\$79.41	\$79.41
MITECSR100F2018	ACTIVE	Active	\$23,723.98		\$23,723.98
MITECSV100F2018	ACTIVE	Active	\$106,007.63		\$106,007.63
MITELEC100F2018	ACTIVE	Active	\$16,079.89		\$16,079.89
MITFIRE100F2018	ACTIVE	Active	\$135,809.85		\$135,809.85
MITYSENV75F2018	ACTIVE	Active	\$4,534.81		\$4,534.81
MITYSFO075F2018	ACTIVE	Active	\$89,637.71		\$89,637.71
MITYSRP100F2018	ACTIVE	Active	\$6,689.81		\$6,689.81
MITYSSG100F2018	ACTIVE	Active	\$39,022.57		\$39,022.57
MITYSR075F2018	ACTIVE	Active	\$29,195.66		\$29,195.66
PA FY 2018	ACTIVE	Active	\$15,807.46		\$15,807.46
SSEBWIPP	ACTIVE	Active	\$10,140.89		\$10,140.89
TNVOLACADEMY2	ACTIVE	Active	\$165,026.58		\$165,026.58
TNVOLACADEMYC52	ACTIVE	Active	\$55,102.62		\$55,102.62
			\$4,766,174.40	\$79.41	\$8,636.17
					\$4,774,889.98

- 5) If your Billing Worksheet does not equal the value on **TN_GR03_BILLING_DETAIL** query for that particular day, change the pivot table to add the “Acctg Date” as a row label. Use the filter to see the “Priced” and add the “Billing An (analysis) Type” in the column label. What is priced but in a BIL state should equal the results of the **TN_GR03_BILLING_DETAIL** query for that particular accounting date. If one has something that is “Priced” in a BIL state but not on the Billing Worksheet and not in OLT, the PRICING process probably needs to be run on those transactions. Another reason for a difference could be a result of a future dated transaction being priced, but not eligible to process on the TN_GR03 query. Call the Edison Help Desk 615-741-4357 to request that the FSCM/Grants/Projects team to run pricing, if applicable. Provide the BU, Project ID, and “Acctg (Accounting) Date” range (from and to dates). Task #5 should be referenced to address OLT’s.

Sum of Transaction Amount						Billing Status	Billing An Type
						Priced	Grand Total
Business Unit	Contract	Project ID	Activity ID	Acctg Date	OLT		
32701	ENUNDRGRNDWTR18	ENUNDRGRNDWTR18	FEDERAL	3/31/2018		\$461.16	\$461.16
				4/15/2018		\$9,971.63	\$9,971.63
				4/25/2018		\$2,145.30	\$2,145.30
Grand Total						\$12,578.09	\$12,578.09

- 6) Modify or create a new pivot table with “Project ID” as row label and in the column label “Rev Recog (recognition) Status” and amount remains in the “Σ sum” field. The Rev Recog Statuses are described below.
- C = Revenue processing has not yet occurred – this would result from a Customer Contract not being made active or from having an OLT transaction in billing.
 - Generated = Revenue accounting lines have been created but not yet posted to GL – this could result from a CN journal having a budget error and not posted.
 - Distributed = Revenue has been recognized and posted to GL
 - Ignored = Revenue will not be recognized – this would result from a Customer Contract’s processing status being changed to cancelled or superseded or would be due to an Interdepartmental Project ID and Customer (revenue) Contract where revenue is not recognized until the IU journal is done
 - None = Revenue has not been recognized
 - S = Revenue is in process

Sum of Transaction Amount				Rev Recog Status					
Business Unit	Project ID	Activity ID	Distributed	Generated	Ignored	In Progress	To be processed	Grand Total	
35910	CHIVEFCAPADMN17	FEDERAL	\$0.42					\$0.42	
	CHIVEFCAPADMN18	FEDERAL	\$669.57					\$669.57	
	CHJUSTICEACTX17	FEDERAL					\$21,717.19	\$21,717.19	
	CHMEDICAIDADM18	INTERFED			\$1,906.83			\$1,906.83	
		INTERMATCH			\$1,906.89			\$1,906.89	
	CHOSLSTUDIES16	FEDERAL	\$6,945.00					\$6,945.00	
	CHSSBGTITLEXX16	FEDERAL					\$0.43	\$0.43	
	CHSSBGTITLEXX17	FEDERAL	\$2,869.66					\$2,869.66	
35910 Total			\$10,484.65		\$3,813.72		\$21,717.62	\$36,015.99	

It is recommended to use this query weekly.

Identify transactions which have not priced.

- Run Query: TN_GR_A09_EXP_NOT_PRICED
- When transactions are identified that have not priced – not appearing on TN_GR20 Unbilled Transactions or TN_GR03, notify the Grant Accounting Manager in Division of Accounts along with

filing an Edison Help Desk ticket to the Edison FSCM Projects/Grants team. These transactions would appear as expenditures on the TN_PR101 or a GL query but would not have made it to the TN_GR03 or TN_GR20 Unbilled Transaction query(s).

Task 13: 06/25 - For agencies having pass-through Grants (receive revenue from another state agency), reconcile project/grant related Interunit (IU) revenue with billing for IU billed through May 31.

- 1) Run Query: **TN_GR04_INTERDEPT_AR** for the first eleven months of the year.
- 2) Analyze the results of query **TN_GR04_INTERDEPT_AR**.

This query summarizes the pass-through (from one state agency to another state agency) BLD transactions and the IUR transactions.

- i) For the contract/grants/projects that do NOT equal (BLD \neq IUR), validate all billings have been approved and processed through Single Action, and the IU journals were created to bill for those invoices. If the IU journals were not created, an IU journal must be entered.
- ii) If the invoice amount is not the amount you intend to bill on the IU journal, a correction GL journal voucher is needed to update the project/billing. (Note: GLR transactions will appear in the query results.)

The **TN_GR20_JRNLS_NOT_POST**, **TN_PR202_ALL_TRANSACTIONS**, **TN_GR05_BLD_TRANS_BY_CONTRACT**, or **TN_PR101_PROJECT_COST_DETAIL** queries could be used to locate differences. The Billing history could also be used. Navigation: FSCM> Customer Contracts> Create and Amend> General Information and enter BU and Contract/Grant and search. When the Contract is retrieved, click on Billing Plans hyperlink – click on B101 hyperlink - click on the History tab and click on the Billing tab and see invoices produced.

The BLD should equal the IUR!

The SEFA Supplemental (SIS) values could be wrong if the BLD does not equal the IUR!

The SEFA Supplemental (SIS) query will not pick up values if the sponsor/customer is not a state agency even if the Rate Set is 68090 Interdepartmental and the Activity is INTERFED.

Exception: If the agency had to correct a posted IU journal that included a 68090000 transaction with an incorrect chartfield value (e.g. wrong department, program, etc.) and used GLR analysis type on the correcting journal, the BLD amount would equal combined IUR and GLR values.

For the contract/grants/projects that do NOT equal (BLD \neq IUR), validate all billings have been approved and processed through Single Action, and the IU journals were created to bill for those invoices. If the IU journals were not created, an IU journal should be entered by the closing date (July 30th by creating agency and August 1st by second agency). Approval dates by both agencies is August 2nd.

Remember an IU journal cannot be entered for less than \$1,000.00.

Task 14: 06/29 – Last day for all travel expenditures with accounting dates of June related to Grant/Projects to be submitted by employee or proxy.

Task 15: 07/01 – New state FY year begins.

Separate billing transactions for state year-end will begin.

When reviewing TN_GR03 each day after July 1st – no matter which version you use–there will be temporary bills by each contract if transactions exist in both state years; one with June transactional accounting dates and one with July transactional accounting dates,.

IMPORTANT!!

**ALL PROJECT JOURNALS DONE IN AN ADJUSTMENT PERIODS (991 – 992 – 993 – 994)
NEED TO BE DATED 6/30/2018!**

Task 16: 07/12 – Last day for the Creation and Processing of Prepaids associated to Customer/Contracts for deposits received in June or before.

Before the AR module closes, if you have a prepaid/advance at June 30th that has been collected and is associated to a Grant/Customer Contract, it needs to be entered, billed and deposit recorded.

- Contact the Grant Accounting Manager at Division of Accounts for assistance, if needed.

Task 17: 07/12 – Edison submodules closed for FY13 except Customer Contract module (revenue recognition) and automated F&A (Indirect Cost) processing.**Task 18: 07/27 – Repeat Task 10 - Evaluate and take action to resolve project/grant related journals in the system which have not been posted for FY18 looking for budget errors and missing approvals.****Task 19: 07/30 – Last day for Accrued Liability (source LA) journals to be approved by agency in Edison**

- YAE is the analysis type on the expenditure line only when using Project Costing chartfields.
- Before July and August of FY2018 close, validate that the auto-reversing journals are posted and not in budget error status; if they are in budget error status, resolve these before month end close.
- Detailed directions for LA journals are provided by Division of Accounts Job Aids website.
- Revenue associated to the expenditures of an LA journal which was not auto-generated through the Edison revenue recognition process must be entered through an RA journal (see Task 21).

Task 20: - Interdepartmental (IU) Journal Dates

07/30 – Last day for entry of IU journals by creating Agency

08/01 – Last day for entry and submission by secondary Agency on IU journals

08/02 – Approvals by creating agency and secondary agency on IU journals related to Projects

When creating and submitting IU journals, remember at year end – the window is short between entry by

creating agency, entry and review by secondary agency, and approvals by all. It would be helpful to begin the IU Header description with "Billing (agency's five digit number)" and include the name and phone number of the creator of the IU journal.

Task 21: 08/03 – Last day for entry of Grant related Accounts Receivable (RA) entries against Accrued Liability journals by agency

- "YAR" transactions do not bill when using the Project Costing chart fields.
- Before July and August of FY2018 close, validate that the auto-reversing journals are posted and not in budget error status; if they are in budget error status, resolve these before month end close.
- If a customer account receivable has already been established through Edison Accounts Receivable module with an accounting date of June 30 or prior, it should not be recorded again through the year-end accounts receivable journal process.
- Detailed directions for RA journals are provided by Division of Accounts on Job Aids website.

Task 22: 08/03 – Last day of entry of miscellaneous JV/AG/EX Journals to correct a previous FY18 transaction affecting Projects/Grants

No project related General Ledger journals whether they are JV's, AG's, or EX's should be entered in Edison for state fiscal year 2018 after Friday, August 3, 2018!

Remember there are approvals required by others, so be considerate of those needing to review and approve those project related journals and the short time involved.

Please do not enter a journal header with no meaningful chartfield information, just to say you have entered all journals.

Task 23: 08/03 - Repeat Task #13 – Reconcile grants/project related interunit (IU) revenue with billings with an accounting date through June 30th .

Task 24: 08/04 - Perform Deferred/Advanced Revenue analysis – the following steps relate to prepaid Deferred/Advanced revenue accounts associated with Customer Contracts/Grants. This analysis will assist in creating the validations of account balances for Deferred/Advanced revenue on the Grant to the related prepaid accounts.

- 1) Run the **TN_GL048_TRIAL_BALANCE_ACCT** query. This query provides the beginning period "0" which will give the ending balance rolled forward from prior year balance in the Deferred/Advanced Revenue accounts – (35XXXXXX). The beginning balance would be obtained from the trial balance with period "0" or the balance at the prior year-end. It is recommended to use the 35% (percent sign – wildcard) in the account field and only get the values you need.
- 2) Analyze the trial balance. Trial balance at Period 0 example – normal balance for Deferred/Advanced Revenue is a credit and any debit amounts could indicate error(s). Recommend filtering for just period "0."

Unit	Ledger	Fund	Dept	Account	Loc CF	Program	User Code	Project	Year	Period	Sum Total Amt
30501	ACTUALS	20037		35000109					2018	0	\$ (3,275,100.66)
30501	ACTUALS	20037		35000109				SSSEC1010000004	2018	0	\$ 911,775.14
30501	ACTUALS	20037	3051007501	35000109	19136				2018	0	\$ 85,599.67
30501	ACTUALS	20037	3051007501	35000109	19136	7501			2018	0	\$ 442,948.11
30501	ACTUALS	20037	3051007501	35000109	19136	7501		SSSEC1010000004	2018	0	\$ 282,315.92
30501	ACTUALS	20037	3051007501	35000109	19136	7501	991004	SSSEC1010000004	2018	0	\$ (30,990.93)
30501	ACTUALS	20037	3051007501	35000109	19136				2018	2	\$ (85,599.67)
30501	ACTUALS	20037	3051007501	35000109	19136	7501			2018	2	\$ 85,599.67
30501	ACTUALS	20037	3051007501	35000109	19136	7501			2018	5	\$ 197,209.10
30501	ACTUALS	20037	3051007501	35000109	19136	7501	991004	SSSEC1010000004	2018	6	\$ (6,573.12)
30501	ACTUALS	20037	3051007501	35000109	19136	7501	991004	SSSEC1010000004	2018	7	\$ (1,389.51)
30501	ACTUALS	20037	3051007501	35000109	19136	7501	991004	SSSEC1010000004	2018	8	\$ (1,549.70)
30501	ACTUALS	20037	3051007501	35000109	19136	7501	991004	SSSEC1010000004	2018	9	\$ (1,465.37)
30501	ACTUALS	20037	3051007501	35000109	19136	7501			2018	10	\$ 146,614.48
30501	ACTUALS	20037	3051007501	35000109	19136	7501	991004	SSSEC1010000004	2018	10	\$ (1,754.53)
Subtotal for 35000109											\$ (1,252,361.40)
30501	ACTUALS	20037		35000365					2018	0	\$ (31,705,065.30)
30501	ACTUALS	20037		35000365				SSHAVA251MATH05	2018	0	\$ 3,779,460.08
30501	ACTUALS	20037	3051007503	35000365	19136				2018	0	\$ 18.16
30501	ACTUALS	20037	3051007503	35000365	19136	7503		SSHAVA251MATH05	2018	0	\$ 488,450.93
30501	ACTUALS	20037	3051007503	35000365	19136	7505			2018	0	\$ 569,822.62
30501	ACTUALS	20037	3051007503	35000365	19136	7505		SSHAVA251MATH05	2018	0	\$ (169,230.85)
30501	ACTUALS	20037	3051007503	35000365	19136	7505	991005	SSHAVA251MATH05	2018	0	\$ (327,946.62)
30501	ACTUALS	20037	3051007503	35000365	19136				2018	2	\$ (18.16)
30501	ACTUALS	20037	3051007503	35000365	19136	7505			2018	2	\$ 18.16
30501	ACTUALS	20037	3051007503	35000365	19136	7505	991005	SSHAVA251MATH05	2018	6	\$ (116,267.37)
30501	ACTUALS	20037	3051007503	35000365	19136	7505	991005	SSHAVA251MATH05	2018	7	\$ (27,428.45)
30501	ACTUALS	20037	3051007503	35000365	19136	7505	991005	SSHAVA251MATH05	2018	8	\$ (30,576.08)
30501	ACTUALS	20037	3051007503	35000365	19136	7505	991005	SSHAVA251MATH05	2018	9	\$ (28,912.25)
30501	ACTUALS	20037	3051007503	35000365	19136	7505			2018	10	\$ 152,113.47
30501	ACTUALS	20037	3051007503	35000365	19136	7505	991005	SSHAVA251MATH05	2018	10	\$ (34,617.40)
Subtotal for 35000365											\$ (27,450,179.06)

- 3) Run query **TN_GL66_LIABILITY_ENTRIES_PD**. This query returns to the agency all the liability entries for a given period. Run this query for each period once the period has closed to get the analysis of the monthly activity of the Deferred/Advanced revenue accounts.

Run the query for each period that has been closed and combine results into one spreadsheet.

- 4) Analyze the results of query **TN_GL66_LIABILITY_ENTRIES_PD**. The CN Journals are the revenue recognition and utilization of the prepaid Deferred/Advanced revenue accounts. The "AL" journals are the interest being allocated to the Deferred/Advanced revenue accounts. The AR and BI journals should net to zero because they would have produced zero dollar invoices unless an additional prepaid had been received during the year.

If one changes the pivot table to have the Source in the column and Period in the row, one can see that the normal zero dollar invoices do net to zero:

Sum of Amount				Source		
Year	Account	Period	AR	BI	Grand Total	
2018	35000109	2	\$10,070.66	-\$10,070.66	\$0.00	
	35000365	2	\$141,622.33	-\$141,622.33	\$0.00	
Grand Total			\$151,692.99	-\$151,692.99	\$0.00	

Periods "1" through "12" should be analyzed in advance and subsequent periods added to the spreadsheet after close.

- 5) Use a pivot table to summarize the query results. Take the beginning balance from the Trial Balance (period 0) plus or minus the year to date activity and the ending balance for the point in time will be shown.

Sum of Amount			Source						
Year	Account	Period	AL	AR	BI	CN	JV	Grand Total	
2018	35000109	2		\$10,070.66	-\$10,070.66	\$85,599.67	-\$85,599.67	\$0.00	
		5				\$197,209.10		\$197,209.10	
		6	-\$6,573.12					-\$6,573.12	
		7	-\$1,389.51					-\$1,389.51	
		8	-\$1,549.70					-\$1,549.70	
		9	-\$1,465.37					-\$1,465.37	
		10	-\$1,754.53			\$146,614.48		\$144,859.95	
	35000109 Total		-\$12,732.23	\$10,070.66	-\$10,070.66	\$429,423.25	-\$85,599.67	\$331,091.35	
	35000365	2		\$141,622.33	-\$141,622.33	\$18.16	-\$18.16	\$0.00	
		6	-\$116,267.37					-\$116,267.37	
		7	-\$27,428.45					-\$27,428.45	
		8	-\$30,576.08					-\$30,576.08	
		9	-\$28,912.25					-\$28,912.25	
		10	-\$34,617.40			\$152,113.47		\$117,496.07	
	35000365 Total		-\$237,801.55	\$141,622.33	-\$141,622.33	\$152,131.63	-\$18.16	-\$85,688.08	
Grand Total			-\$250,533.78	\$151,692.99	-\$151,692.99	\$581,554.88	-\$85,617.83	\$245,403.27	
Beginning Balance from Trial Balance			Period 0	Activity over time			Balance at Point in Time		
35000109			\$ (1,583,452.75)	\$ 331,091.35			\$ (1,252,361.40)		
35000365			\$ (27,364,490.98)	\$ (85,688.08)			\$ (27,450,179.06)		

Any AL journals in the results would represent interest credited to the Deferred/Advanced revenue accounts.

A conversion prepaid would need to be added to the customer contract/grant for interest that has been added during the year. If assistance is needed, contact Division of Accounts Grants Accounting Group.

Task 25: 08/04 - Analyze grant related contra accounts for proper state year-end balancing and clear all errors if any on F&A (Indirect Cost) processing.

At state year-end all 89040000 (Indirect Cost Expenditures) and 89035000 (Contra Indirect Cost) should equal one another. There are two queries that should be analyzed to ensure these accounts net to zero; these queries are: **TN_GR_A13_89040000_VS_89035000** and **TN_GR_A13_IDC_NOT_IN_BALANCE**.

Below shows an example giving part of the returned query:

GL Bus Un	Journal ID	Jrnl Date	Jrnl Status	Budget St	Sys Source	Account	Dept ID	Fund	Project	Sum Amount	Year
32501	GM02602664	7/24/2017	P	V	JGen-GM	89035000	3250100100	11000	ARAMS0007SCBG15	\$ (202.40)	2018
32501	GM02615671	8/7/2017	P	V	JGen-GM	89035000	3250100100	11000	ARAMS0007SCBG15	\$ (202.40)	2018
32501	GM02602664	7/24/2017	P	V	JGen-GM	89040000	3250600000	11000	ARAMS0007SCBG15	\$ 202.40	2018
32501	GM02615671	8/7/2017	P	V	JGen-GM	89040000	3250600000	11000	ARAMS0007SCBG15	\$ 202.40	2018

Take the query to a pivot table with the Accounts in the column, the Funds in the Row, and the "Σ Sum" Amount in the Data field to verify the accounts are in balance by Fund. If the Grand Total is "zero", they are in balance by Fund. Another option is to verify by Project that the indirect cost and the indirect contra are in balance.

Sum of Sum An	Account			
GL Bus Unit	Fund	89035000	89040000	Grand Total
32501	11000	-\$426,402.94	\$426,402.94	\$0.00
32501 Total		-\$426,402.94	\$426,402.94	\$0.00
32701	11000	-\$1,935,970.97	\$1,935,970.97	\$0.00
	20010	-\$222,846.42	\$222,846.42	\$0.00
	20016	-\$102,123.85	\$102,123.85	\$0.00
32701 Total		-\$2,260,941.24	\$2,260,941.24	\$0.00

The second IDC query, **TN_GR_A13_IDC_NOT_IN_BALANCE**, will return any values by projects which are not in balance.

This query results show the IDC not in balance by Project for Agency 32701. If the total of amounts with projects is added to the amounts with no project, they net to zero (out of balance by Project, but not by Fund).

Bus Unit	Fund	Project	Amt out of balan	Fiscal Year
32701	11000		\$ 27,831.73	2018
32701	11000	EN720DOEMONITOR	\$ (2,788.50)	2018
32701	11000	EN721DOEFEDFACL	\$ (25,043.23)	2018

At year-end, all 89300000 (In-kind cost transactions) and 89301000 (Contra In-kind cost transactions) should equal. The **TN_GR_A13_89300000_VS_89301000** query can be used to analyze this.

Here is an example of the query being returned:

GL Bus Un	Journal ID	Jrnl Date	Jrnl Status	Budget St	Sys Source	Account	Dept ID	Fund	Project	Sum Amount	Year
31614	18INKIND01	10/1/2017	P	V	Copy Jrnl	89300000	3161400001	11000	DDDD15000000015	\$ 37,800.00	2018
31614	18INKIND01	10/1/2017	P	V	Copy Jrnl	89301000	3161400001	11000	DDDD15000000015	\$ (37,800.00)	2018
31614	18INKIND01	10/1/2017	P	V	Copy Jrnl	89300000	3161400001	11000	DDDD16000000016	\$ 10,725.00	2018
31614	18INKIND01	10/1/2017	P	V	Copy Jrnl	89301000	3161400001	11000	DDDD16000000016	\$ (10,725.00)	2018
31614	18INKIND02	2/12/2018	P	V	GL JE Page	89300000	3161400001	11000	DDDD16000000016	\$ 33,864.00	2018
31614	18INKIND02	2/12/2018	P	V	GL JE Page	89301000	3161400001	11000	DDDD16000000016	\$ (33,864.00)	2018
31614	18INKIND03	4/10/2018	P	V	Copy Jrnl	89300000	3161400001	11000	DDDD16000000016	\$ 29,435.00	2018
31614	18INKIND03	4/10/2018	P	V	Copy Jrnl	89301000	3161400001	11000	DDDD16000000016	\$ (29,435.00)	2018

Create a pivot table with the Fund and Project in the row, the accounts in the column, and "Sum Amount" in the data field to verify the amounts equal.

Sum of Sum Amount	Account			
GL Bus Unit	Fund	89300000	89301000	Grand Total
31614	11000	\$111,824.00	-\$111,824.00	\$0.00
Grand Total		\$111,824.00	-\$111,824.00	\$0.00

By August 9th, all F&A errors should be cleared. The Edison Grant's team will **STOP** the automated processing for Indirect Cost.

Task 26: 08/06 – Last day of agency approval for miscellaneous JV/EX journals to correct a previous FY18 transaction affecting projects/grants

Task 27: 08/08 – Last day of approvals by Division of Accounts for miscellaneous JV/EX journals to correct a previous FY16 transaction affecting projects/grants and IU journals

Task 28: 08/09 – All interest on Deferred/Advanced Revenue accounts should be posted & conversion (type) prepaids should be added to the Customer (Revenue) Contract(s) and processed.

- Don't forget about Prepaids created for interest earned on deferred/advanced revenue accounts.
- Conversion close of interest related to immediate prepaids has to be done by Edison Financials.

Task 29: 08/09 – Customer (Revenue) Contract module closed for FY 18 (revenue recognition for FY18 will NOT occur after this date).

Task 30: 08/09 – F&A (indirect Cost) automated processing for FY18 closed (stops processing for FY18).

Task 31: 08/10 – Last day for temporary bills on TN_GR03 with 2018 State Year accounting dates to occur.

Task 32: 08/13 – Evaluate miscellaneous JV/AG/EX journals which were NOT approved for FY18 transactions affecting projects/grants and delete the journals not approved.

- 1) Run query **TN_GR20A_JRNLS_NOT_POST_GR**
- 2) Delete journals not approved.

Task 33: 08/15 – Create a “no project “journal to adjust for the Utilization (reduction of Deferred/Advanced) of zero dollar billings for FY18 with billed dates in FY19 if agency/business unit has Prepaids on Customer (revenue) Contracts/Grants in Edison. Make sure all zero dollar invoices with source June accounting dates have been processed.

- 1) Run query **TN_GR_A06_UTL_IN_NEXT_FY**
- 2) Create no project journal to adjust for the utilization (reduction of Deferred/Advanced) on zero dollar billings for FY18 with billed dates in FY19

Example of a year-end GL journal created from the query's information is as follows (the deferred/advanced revenue account(s) would be specific to the BU/Agency's prepaid):

BU	Fund	Department	Account	Location CF	PC BU	Project ID	Activity	An Type	Amount	Description
30501	20037	305107503	35000365	19136					\$ 25.00	Adj DR at YR End
30501	20037		11120001						\$(25.00)	Adj DR at YR End

Task 34: Submit Schedule of Expenditures of Federal Awards (SEFA) and Supplementary Information Schedule (SIS) – September 17, 2018.

There are two different schedules – the main one (SEFA) which gives you Federal dollars received directly from the Federal government or from other governmental entities (counties, other states, etc.) and the second schedule is the SIS/Supplemental which is for pass-through Federal dollars from another state agency.

Special note for FY18: If your agency had transactions related to CFDA # 84.367; according to the 2018 Compliance Supplement, the Program Title changed from “Improving Teacher Quality State Grants” to “Supporting Effective Instruction State Grants.” Both the SEFA and SIS report duplicates the values returning the same values with the old Program Title and the new Program Title. The current work around is to ignore the transactions returned with the old Program Title and use the transactions returned for the new Program Title.

- 1) Run query **TN_GR06_SEFA_EXP** to obtain the information needed to compile the Schedule of Expenditures of Federal Awards (SEFA). This query is a summary of expenditures by agency with four prompts “PC Business Unit,” “From Period,” “To Period,” and “Fiscal Year.”

To see the detailed transactions and to assist in identifying the subrecipient transactions behind the SEFA amounts, use query **TN_GR06_V_SEFA_DETAILS**. This query has look up values by Project ID and/or Award/Customer Contract number or use the “%” to include all projects and grants.

Parts of the report/query are below. The Award Begin and the Award End dates are the dates needed for the SEFA. The results of the report giving the “Program Name” may not be the complete name as it is needed for the SEFA reporting. The results of the query should be reviewed to determine that program names are complete.

Following is a partial result of the TN_GR06_SEFA_EXP query for 33101:

	A	B	C	D	E	F	G	H
1	PC Bus Unit	CFDA	Program	Contract/Award	Grantor	Grantor Name	Ref Awd Num	Fed Awd ID#
2	33101	84.048	Career and Technical Education -- Basic Grants to States	V048A090042	GR00000000000015	OFFICE OF VOCATIONAL AND ADULT EDUCATION	V048A090042	
3	33101	84.048	Career and Technical Education -- Basic Grants to States	V048A090042	GR00000000000015	OFFICE OF VOCATIONAL AND ADULT EDUCATION	V048A090042	
4	33101	84.048	Career and Technical Education -- Basic Grants to States	V048A090042	GR00000000000015	OFFICE OF VOCATIONAL AND ADULT EDUCATION	V048A090042	
5	33101	84.048	Career and Technical Education -- Basic Grants to States	V048A090042	GR00000000000015	OFFICE OF VOCATIONAL AND ADULT EDUCATION	V048A090042	
6	33101	84.01	Title I Grants to Local Educational Agencies	S010A160042	GR00000000000016	US DEPT OF EDUCATION	S010A160042	
7	33101	84.01	Title I Grants to Local Educational Agencies	S010A160042	GR00000000000016	US DEPT OF EDUCATION	S010A160042	
8	33101	84.01	Title I Grants to Local Educational Agencies	S010A160042	GR00000000000016	US DEPT OF EDUCATION	S010A160042	
9	33101	84.01	Title I Grants to Local Educational Agencies	S010A160042	GR00000000000016	US DEPT OF EDUCATION	S010A160042	
10	33101	84.01	Title I Grants to Local Educational Agencies	S010A160042	GR00000000000016	US DEPT OF EDUCATION	S010A160042	
11	33101	84.01	Title I Grants to Local Educational Agencies	S010A160042	GR00000000000016	US DEPT OF EDUCATION	S010A160042	
12	33101	84.01	Title I Grants to Local Educational Agencies	S010A160042	GR00000000000016	US DEPT OF EDUCATION	S010A160042	

I	J	K	L	M	N	O	P	Q
Award Begin	Award End	Project	Activity	Activity Type	Anl Type	Account	Total Amount	INFO
7/1/2009	6/30/2017	ED0000RA10ABV10	FEDERAL	FED	ACT	68012000	252.71	Refund of Prior Year Fed Exp
7/1/2009	6/30/2017	ED0000RA10ABV10	FEDERAL	FED	GLR	68012000	-252.71	Refund of Prior Year Fed Exp
7/1/2009	6/30/2017	ED0000RA10BAX10	FEDERAL	FED	ACT	68012000	257.58	Refund of Prior Year Fed Exp
7/1/2009	6/30/2017	ED0000RA10BAX10	FEDERAL	FED	GLR	68012000	-257.58	Refund of Prior Year Fed Exp
7/1/2016	6/30/2019	EDESEAT1A1700SI	FEDERAL	FED	ACT	70300000	41457.08	
7/1/2016	6/30/2019	EDESEAT1A1700SI	FEDERAL	FED	ACT	70302000	10241.54	
7/1/2016	6/30/2019	EDESEAT1A1700SI	FEDERAL	FED	ACT	70303000	18125.46	
7/1/2016	6/30/2019	EDESEAT1A1700SI	FEDERAL	FED	ACT	70309000	1734.19	
7/1/2016	6/30/2019	EDESEAT1A1700SI	FEDERAL	FED	ACT	70814000	425.71	
7/1/2016	6/30/2019	EDESEAT1A1700SI	FEDERAL	FED	ACT	70903000	96.62	
7/1/2016	6/30/2019	EDESEAT1A1700SI	FEDERAL	FED	ACT	71004000	1763.74	

The query results should be put in a pivot table format with Grantor Name, PC BU, Program Name, Award Begin, Award End, CFDA, and “Ref Awd Num”/Reference Award Number (Other Identifying #) in the row field and amount in the sum of the pivot table.

Following is an example of part of the results from 33101 Schedule of Expenditures of Federal Awards report above taken to a pivot table:

Sum of Total Amount	Program	Award Begin	Award End	CFDA	Ref Awd Num	Fed Awd ID#	Total
GRANTOR NAME							
ADMINISTRATION FOR CHILDREN AND FAMILIES	Head Start	4/1/2016	12/31/2017	93.600	04CD4028-01-00	(blank)	\$5,628.54
		4/1/2017	9/30/2018	93.600	04CD4028-02-00	(blank)	\$104,280.99
		4/1/2018	9/30/2019	93.600	04CD4028-03-00	(blank)	\$17,010.58
ADMINISTRATION FOR CHILDREN AND FAMILIES Total							\$126,920.11
BROWN UNIVERSITY	Education Research, Development and Dissemination	8/12/2015	10/31/2020	84.305	R305E150005	(blank)	\$121,942.34
BROWN UNIVERSITY Total							\$121,942.34
CENTERS FOR DISEASE CONTROL	Head Start	8/1/2013	1/31/2019	93.600	1U87PS004280	(blank)	\$46,498.57
CENTERS FOR DISEASE CONTROL Total							\$46,498.57
DEPARTMENT OF HEALTH AND HUMAN SERVICES	Substance Abuse and Mental Health Services Projects of Regional and National Significance	9/30/2014	9/29/2019	93.243	1H79SM061878-01	(blank)	\$1,746,363.58
DEPARTMENT OF HEALTH AND HUMAN SERVICES Total							\$1,746,363.58
UNIVERSITY OF FLORIDA	Special Education - Personnel Development to Improve Services and Results for Children with Disabilities	10/1/2015	6/30/2018	84.325	H325A120003	(blank)	\$47,414.00
UNIVERSITY OF FLORIDA Total							\$47,414.00
UNIVERSITY OF MICHIGAN	Education Research, Development and Dissemination	7/1/2014	6/30/2019	84.305	R305H140028	(blank)	\$19,350.74
UNIVERSITY OF MICHIGAN Total							\$19,350.74
UNIVERSITY OF PITTSBURGH	Education Research, Development and Dissemination	7/1/2014	6/30/2019	84.305	R305H140112	(blank)	\$51.80
UNIVERSITY OF PITTSBURGH Total							\$51.80

Notice that the Fed Awd ID# is blank in several places – this field was new with the 9.2 upgrade and if the Ref Awd Num is the Federal Award ID number, it can be populated by navigating to the Award Profile (FSCM> Grants> Awards> Award Profile and copying the Reference Award Number over to the Federal Award Identification Number Field and save. The next time the TN_GR06 query is run, the field is updated. With new grants entered into the system, both the Reference Award Number and the Federal Award Identification Number are entered in the “create Proposal” phase of creating a Grant in Edison. If they are not known when the Grant is entered, it can be entered in the Award Profile.

An example of the **TN_GR06_V_SEFA_DETAILS** for 33101 showing partial results shows the following with lots of additional fields to assist the agency in identifying whether or not the vendor(s)/supplier(s) are sub-recipients and need to be reported separately on the SEFA report:

A	B	C	D	E	F	G	H	I	J	K
PC BU	CFDA	Award/Contract	Sold To ID	Sponsor	Ref Awd #	Fed Awd ID#	Award Begin	Award End	Award Title	Project
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16
33101	10.555	CNBLOCK16	GR000000000001	US DEPT OF AGRICULTURE MO	201616(15)N109945		10/1/2015	9/30/2018	Child Nutrition Block 16	ED0000HC16AAX16

Screen shot continued:

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Activity	Act Type	Funding Src	Source Type	Category	Subcategory	An Type	Account	DeptID	Program	Fund	Loc CF	User Code	Transaction Description	Journal ID
FEDERAL	FED	Federal				ACT	71303000	3313500000	577200	25000	19109		CN Lunch LEA 16	
FEDERAL	FED	Federal				ACT	71303000	3313500000	577200	25000	19109		CN Lunch LEA 16	
FEDERAL	FED	Federal				ACT	71303000	3313500000	577200	25000	19109		CN Lunch LEA 16	
FEDERAL	FED	Federal				ACT	71303000	3313500000	577200	25000	19109		CN Lunch LEA 16	
FEDERAL	FED	Federal				ACT	71303000	3313500000	577200	25000	19109		CN Lunch LEA 16	
FEDERAL	FED	Federal				ACT	71304000	3313500000	577200	25000	19109		CN Lunch Private 16	
FEDERAL	FED	Federal				ACT	71304000	3313500000	577200	25000	19109		CN Lunch Private 16	
FEDERAL	FED	Federal				ACT	71304000	3313500000	577200	25000	19109		CN Lunch Private 16	
FEDERAL	FED	Federal				ACT	71304000	3313500000	577200	25000	19109		CN Lunch Private 16	

Screen shot continued:

AA	AB	AC	AD	AE	AF	AG	AH			AI	AJ	AK	AL	AM
Jrnl Src	Jrnl Date	Jrnl Ln	Jrnl Ref	Sys Source	Trans Date	Acctg Date	Source Trans ID			Priced Trans ID	AP BU	Voucher	Vchr Ln	AP Supplier ID
		0		BAP	10/10/2017	10/10/2017	V33101004147381	0 1	291090ACCR	310378512	33101	414738	1	2851
		0		BAP	11/14/2017	11/14/2017	V33101004195471	0 1	294070ACCR	310904373	33101	419547	1	4099
		0		BAP	12/1/2017	12/1/2017	V33101004219801	0 1	720400ACCR	311201358	33101	421980	1	2851
		0		BAP	12/20/2017	12/20/2017	V33101004250901	0 1	502950ACCR	311613246	33101	425090	1	4099
		0		BAP	12/20/2017	12/20/2017	V33101004250921	0 1	502950ACCR	311613247	33101	425092	1	4099
		0		BAP	9/15/2017	9/15/2017	V33101004122851	0 1	289690ACCR	310043028	33101	412285	1	92439
		0		BAP	9/15/2017	9/15/2017	V33101004122871	0 1	289690ACCR	310043029	33101	412287	1	92439
		0		BAP	10/10/2017	10/10/2017	V33101004147341	0 1	291090ACCR	310378510	33101	414734	1	72331
		0		BAP	10/10/2017	10/10/2017	V33101004147361	0 1	291090ACCR	310378511	33101	414736	1	72331

Screen shot continued:

AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB
AP Supplier Name	Supl Contract ID	Contr Ver	Contract Type	Contract Descr	Suppl Type	SWC Nbr	Contr Supplier ID	Empl ID	Exp Doc ID	Exp Doc Typ	Quantity	UOM	Amount	Notes
Oak Ridge City Schools											0 EA	\$	(3,113.26)	
Manchester City Schools											0 EA	\$	(151.78)	
Oak Ridge City Schools											0 EA	\$	402.78	
Manchester City Schools											0 EA	\$	(106.30)	
Manchester City Schools											0 EA	\$	(238.86)	
New Hope Christian Academ											0 EA	\$	(188.76)	
New Hope Christian Academ											0 EA	\$	(185.90)	
Catholic Diocese Of Memphis											0 EA	\$	8,306.50	
Catholic Diocese Of Memphis											0 EA	\$	5,495.12	

- 2) Run query: **TN_GR06S_SEFA_SUPPL** if Federal dollars are granted from another state agency. This query returns data for various chartfields. The results of the report giving the "Program Name" may not be the complete name as it is needed for the SEFA reporting. Be sure to schedule the query.

Screen shot of part of query results:

A	B	C	D	E	F	G
Period Beg	Period End	PCBU	CFDA	Program	Contract/Award	Grantor
7/1/2017	6/30/2018	32901	16.575	Crime Victim Assistance	VOCATDOCSVNS18	GR0000000000101
7/1/2017	6/30/2018	32901	16.593	Residential Substance Abuse Treatment for State Prisoners	RSUBABUSETR2017	GR0000000000101
7/1/2017	6/30/2018	32901	16.593	Residential Substance Abuse Treatment for State Prisoners	RSUBABUSETR2018	GR0000000000101
7/1/2017	6/30/2018	32901	16.738	Edward Byrne Memorial Justice Assistance Grant Program	JAGGANGUNITEQUIP17	GR0000000000101
7/1/2017	6/30/2018	32901	16.738	Edward Byrne Memorial Justice Assistance Grant Program	OFFTRANSNET2018	GR0000000000101
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1618	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1618	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1618	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1618	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1719	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1719	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1719	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.013	Title I State Agency Program for Neglected and Delinquent Children and Youth	TITLEIPARTD1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.027	Special Education_Grants to States	IDEAPARTBFY1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.027	Special Education_Grants to States	IDEAPARTBFY1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.027	Special Education_Grants to States	IDEAPARTBFY1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.027	Special Education_Grants to States	IDEAPARTBFY1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.027	Special Education_Grants to States	IDEAPARTBFY1820	GR0000000000113
7/1/2017	6/30/2018	32901	84.367	Supporting Effective Instruction State Grants	TITLEIPARTA17	GR0000000000113
7/1/2017	6/30/2018	32901	84.367	Supporting Effective Instruction State Grants	TITLEIPARTA17	GR0000000000113
7/1/2017	6/30/2018	32901	84.367	Supporting Effective Instruction State Grants	TITLEIPARTA17	GR0000000000113
7/1/2017	6/30/2018	32901	84.367	Supporting Effective Instruction State Grants	TITLEIPARTA17	GR0000000000113
7/1/2017	6/30/2018	32901	84.367	Supporting Effective Instruction State Grants	TITLEIPARTA18	GR0000000000113
7/1/2017	6/30/2018	32901	84.367	Supporting Effective Instruction State Grants	TITLEIPARTA18	GR0000000000113

Screen shot continuance

H	I	J	K	L	M	N	O	P	Q	R
Grantor Name	Ref Awd #	Fed Awd ID#	Award Begin	Award End	Project	Activity	Activity	Anl Typ	Account	Total Amo
TN DEPT OF FINANCE AND ADMINISTRATION	DOCVOCAVIN	2015-VA-GX-0018	7/1/2017	9/30/2018	COVOCATDOCSVN18	INTERFED	PTFED	ACT	71602000	\$ 19,272.00
TN DEPT OF FINANCE AND ADMINISTRATION	52628	2016-RT-BX-0021	12/1/2016	12/31/2017	CORESSUBABUSE17	INTERFED	PTFED	GLE	70804000	\$ 34,051.38
TN DEPT OF FINANCE AND ADMINISTRATION	57511	2017-RT-BX-0005	2/1/2018	12/31/2018	CORESSUBABUSE18	INTERFED	PTFED	GLE	70804000	\$ 75,173.11
TN DEPT OF FINANCE AND ADMINISTRATION	DOCJAGGANG	2013-MU-BX-0019	7/15/2016	10/31/2017	COJAGGANGEQUP17	INTERFED	PTFED	GLE	72503000	\$ -
TN DEPT OF FINANCE AND ADMINISTRATION	JAGDOCTR2	2016-MU-BX-0181	7/1/2017	9/30/2018	COOFFTRANSNET18	INTERFED	PTFED	ACT	71304000	\$150,000.00
TN DEPT OF EDUCATION		013A150042	7/1/2015	12/31/2017	COTITLEIPARTD16	INTERFED	PTFED	GLE	70100001	\$ 17,478.00
TN DEPT OF EDUCATION		013A150042	7/1/2015	12/31/2017	COTITLEIPARTD16	INTERFED	PTFED	GLE	70200000	\$ 2,626.92
TN DEPT OF EDUCATION		013A150042	7/1/2015	12/31/2017	COTITLEIPARTD16	INTERFED	PTFED	GLE	70201000	\$ 1,337.04
TN DEPT OF EDUCATION		013A150042	7/1/2015	12/31/2017	COTITLEIPARTD16	INTERFED	PTFED	GLE	70202002	\$ 2,572.20
TN DEPT OF EDUCATION		S013A160042	7/1/2016	12/31/2018	COTITLEIPARTD17	INTERFED	PTFED	GLE	70100001	\$ 39,652.22
TN DEPT OF EDUCATION		S013A160042	7/1/2016	12/31/2018	COTITLEIPARTD17	INTERFED	PTFED	GLE	70200000	\$ 5,099.34
TN DEPT OF EDUCATION		S013A160042	7/1/2016	12/31/2018	COTITLEIPARTD17	INTERFED	PTFED	GLE	70201000	\$ 2,595.48
TN DEPT OF EDUCATION		S013A160042	7/1/2016	12/31/2018	COTITLEIPARTD17	INTERFED	PTFED	GLE	70202002	\$ 6,205.80
TN DEPT OF EDUCATION		S013A170042	7/1/2017	12/31/2019	COTITLEIPARTD18	INTERFED	PTFED	GLE	70100001	\$ 1,230.04
TN DEPT OF EDUCATION		S013A170042	7/1/2017	12/31/2019	COTITLEIPARTD18	INTERFED	PTFED	GLE	70200000	\$ 1,045.21
TN DEPT OF EDUCATION		S013A170042	7/1/2017	12/31/2019	COTITLEIPARTD18	INTERFED	PTFED	GLE	70201000	\$ 532.00
TN DEPT OF EDUCATION	IDEA Part B	H027A170052	7/1/2017	12/31/2019	COIDEAPARTB1820	INTERFED	PTFED	GLE	70100001	\$ 21,540.00
TN DEPT OF EDUCATION	IDEA Part B	H027A170052	7/1/2017	12/31/2019	COIDEAPARTB1820	INTERFED	PTFED	GLE	70200000	\$ 3,237.48
TN DEPT OF EDUCATION	IDEA Part B	H027A170052	7/1/2017	12/31/2019	COIDEAPARTB1820	INTERFED	PTFED	GLE	70201000	\$ 1,335.44
TN DEPT OF EDUCATION	IDEA Part B	H027A170052	7/1/2017	12/31/2019	COIDEAPARTB1820	INTERFED	PTFED	GLE	70202002	\$ 6,086.00
TN DEPT OF EDUCATION	IDEA Part B	H027A170052	7/1/2017	12/31/2019	COIDEAPARTB1820	INTERFED	PTFED	GLE	70204000	\$ 312.28
TN DEPT OF EDUCATION		S367A160040	7/1/2016	12/31/2018	COTITLIIPARTA17	INTERFED	PTFED	GLE	70300000	\$ 147.58
TN DEPT OF EDUCATION		S367A160040	7/1/2016	12/31/2018	COTITLIIPARTA17	INTERFED	PTFED	GLE	70302000	\$ 98.50
TN DEPT OF EDUCATION		S367A160040	7/1/2016	12/31/2018	COTITLIIPARTA17	INTERFED	PTFED	GLE	70303000	\$ 303.48
TN DEPT OF EDUCATION		S367A160040	7/1/2016	12/31/2018	COTITLIIPARTA17	INTERFED	PTFED	GLE	70309000	\$ 26.44
TN DEPT OF EDUCATION		S367A170040	7/1/2017	12/31/2019	COTITLIIPARTA18	INTERFED	PTFED	GLE	70309000	\$ 18.56
TN DEPT OF EDUCATION		S367A170040	7/1/2017	12/31/2019	COTITLIIPARTA18	INTERFED	PTFED	GLE	72102000	\$ 110.00

Create a pivot table to sum the total amount of expenditures by Grantor Name, Program, Award Begin, Award End, CFDA, Ref Award#, Contract/Award, and Project ID.

The Grants Accounting Group highly recommends that on Federal pass through grants the Ref Awd # (Reference Award number) should be the interdepartmental supplier contract number and to help connect the pass through dollars to a Federal Award, the Fed Award ID# (Federal Award Identification number) should be the primary state agency's Notice of Grant Award.

If either the Fed Awd ID# or the Ref Awd# is blank – it can be populated by navigating to the Award Profile (FSCM> Grants> Awards> Award Profile page by entering the identifying ID # or Award # and save. The next time the query is run, the field is updated. With new grants entered into the system, both the Reference Award Number and the Federal Award Identification Number are entered in the “create Proposal” phase of creating a Grant in Edison. If they are not known when the Grant is entered, it can be entered in the Award Profile.

Sum of Total Amount										
Grantor Name	Program	Award Begin	Award End	CFDA	Ref Awd #	Fed Awd ID#	Contract/Award	Project	Total	
TN DEPT OF EDUCATION	Special Education Grants to States	7/1/2017	12/31/2019	84.027	IDEA Part B	H027A170052	IDEAPARTB1820	COIDEAPARTB1820	\$32,511.20	
	Supporting Effective Instruction	7/1/2016	12/31/2018	84.367	(blank)	S367A160040	TITLEIPARTA17	COTITLIIPARTA17	\$576.00	
	State Grants	7/1/2017	12/31/2019	84.367	(blank)	S367A170040	TITLEIPARTA18	COTITLIIPARTA18	\$128.56	
	Title I State Agency Program for Neglected and Delinquent Children and Youth	7/1/2015	12/31/2017	84.013	(blank)	013A150042	TITLEIPARTD1618	COTITLEIPARTD16	\$24,014.16	
		7/1/2016	12/31/2018	84.013	(blank)	S013A160042	TITLEIPARTD1719	COTITLEIPARTD17	\$53,552.84	
		7/1/2017	12/31/2019	84.013	(blank)	S013A170042	TITLEIPARTD1820	COTITLEIPARTD18	\$2,807.25	
TN DEPT OF EDUCATION Total									\$113,590.01	
TN DEPT OF FINANCE AND ADMINISTRATION	Crime Victim Assistance	7/1/2017	9/30/2018	16.575	DOCVOCAVIN	2015-VA-GX-0018	VOCATDOCSVNS18	COVOCATDOCSVN18	\$19,272.00	
	Edward Byrne Memorial Justice Assistance Grant Program	7/15/2016	10/31/2017	16.738	DOCJAGGANG	2013-MU-BX-0019	JAGGANGUNITEQUIP17	COJAGGANGEQUP17	\$0.00	
		7/1/2017	9/30/2018	16.738	JAGDOCTR2	2016-MU-BX-0181	OFFTRANSNET2018	COOFFTRANSNET18	\$150,000.00	
	Residential Substance Abuse Treatment for State Prisoners	12/1/2016	12/31/2017	16.593	52628	2016-RT-BX-0021	RSUBABUSETR2017	CORESSUBABUSE17	\$34,051.38	
		2/1/2018	12/31/2018	16.593	57511	2017-RT-BX-0005	RSUBABUSETR2018	CORESSUBABUSE18	\$75,173.11	
TN DEPT OF FINANCE AND ADMINISTRATION Total									\$278,496.49	
Grand Total									\$392,086.50	

Helpful hints: Format the results of the CFDA number with three decimal places and the total amount to number with two decimal places and comma at thousands or use currency formatting on the amount field.

When reconciling the SEFA main and SIS supplemental reports to the General Ledger, consider the following information and related queries:

- 1) Disaster, fire, hurricane, flood, etc. expenditures which occurred by other state agencies than Military should be reported on the SIS report. Several agencies did not charge these expenditures correctly as Interdepartmental PTDISASTER Activity on various disasters that occurred during the FY18 State year, so they would be reconciling items to the SEFA Supplemental report.
- 2) PROGRAMINC activity which automatically reduces the Federal draws does not have associated direct expenditures – run TN_GR24A_REV_WRONG_ACTIVITY to easily identify the reduction of program income that reduced revenue.
- 3) TN_GL048_TRIAL_BALANCE returns the trial balance using all chartfields.
- 4) TN_GL63_EXPENDITURE queries returns data from the general ledger journal table which includes both project and activity.
- 5) TN_GL83 (various letters) EXPENSE queries returns data from the ACTUALS Ledger which DOES NOT include the activity field.
- 6) TN_GL64_REVENUE queries returns data from the general ledger journal table which includes both project and activity.
- 7) TN_GL84 (various letters) REVENUE queries returns data from the ACTUALS Ledger which DOES NOT include the activity field.
- 8) TN_GRO6X_REV_EXP_IN_DIFF_YEAR from Task 6 can help to identify expenditures and revenue recognized in different state years.
- 9) TN_PR202_ALL_TRANSACTIONS is a project query which can provide all transactions for one or many projects in a business unit by accounting date range. This query is intended for general transaction research and knowledge of all analysis types is required to interpret the results. The prompts allow the individual to filter by project, fund, account, department ID, and source type.
- 10) SEFA main report and the Supplemental query can be generated monthly once the month ends and reconciled to the general ledger queries.
- 11) Revenue recognized on a journal entry or a direct journal deposit and not recognized through projects would result in the associated expenditures not appearing on the SEFA query and therefore should be a reconciling item.
- 12) Please take note that if you use YAE with a Project ID and don't have that project yet associated to a Customer Contract; it will not pull on the SEFA report. A Customer Contract has to exist before it will pull on the SEFA reports.
- 13) Match INTERFED revenue from the Trial balance to the SIS supplemental report.
- 14) Compare Trial Balance INTERFED activity to the SIS supplemental report to make sure both match
- 15) If a sponsor is incorrect – example - a Federal sponsor was entered but an interdepartmental rate set was used (68090) and the Activity was INTERFED, the SIS report will not contain that Customer (revenue) Contract/Grant's information since the SIS pulls by the interdepartmental sponsor identification on the Customer type. These would be reconciling items which would have to be manually added to the SIS report.

These tasks are highly recommended to assist the agency in reconciling and closing for year-end as well as monthly during the state year.

It is important to always remember the “DOMINO” effect that entries have in Edison on Customer (revenue)

Contracts/Grants/Projects, some queries will need to be re-run to make sure no new situations have occurred that need to be addressed!



Extra notes on Speedcharts/Task Profiles

Last date for requests for new FY19 speedcharts for FY19 for July 1st is June 22nd!

- Submit 100% speedcharts updates separately than splits
- If “replicated to Cashiering must have an account and allow extra time for reviewing by Division of Accounts
- If in-activating a speedchart – make sure the speedchart /task profile is not a default for an employee – run HCM query **TN_TL142A_EMPL_ACCTG_DEF**
- Can’t submit until Project ID/Grant is in system
- Take care **to not make** an effective dated Task Profile or Speedchart to begin before the begin date of the Project ID
- Submit to Jennifer Lewis & Beverly Bean

Query **TN_GL60PE_SPDCHRTS_PRJ_ERRORS** is a query that an agency can use on a regular basis (at least monthly) to identify SpeedCharts/Task Profiles that contain a Project ID that may no longer be valid due to the following situations:

- The Project Budget end date in Commitment Control is in the past
- The Project ID is used in a Task Profile but does not have a budget for salaries and benefits

A) If the error is that the End Date of the Project ID in Commitment Control (KK) has passed.
The agency task to resolve this situation is as follows:

- 1) Run query HCM query **TN_TL142A_EMPL_ACCTG_DEF** which returns the Timesheet defaults for each employee.
- 2) Check the results of the identified speedcharts from **TN_GL60PE_SPDCHRTS_PRJ_ERRORS** to see if any of them are the default speedcharts for any employee.
- 3) If the comparison shows no defaults, then the agency needs to decide to either send updates for the SpeedCharts identified below with error situations and either inactive them or update them with a correct Project ID – those requests need to be sent to Jennifer Lewis and Beverly Bean.
- 4) If the comparison shows that the particular speedcharts are defaults, the agency needs to submit default speedchart changes – those request need to be sent to Jennifer Lewis and Beverly Bean.
- 5) Or if the speedcharts need to remain active, the Project End Date will need to be extended. Currently the procedure is to submit a remedy ticket to Edison.
- 6) Once corrections have been made, the agency needs to re-run query **TN_GL60PE_SPDCHRTS_PRJ_ERRORS** to make sure all possible erroring situations with project IDs have been resolved.
- 7) The ultimate goal is that expenditure transactions with Project IDs can process without having errors and speedcharts/task profiles stay current.

B) If the error is that the query identifies the SpeedCharts/Task Profiles but the Project ID budget does not

contain 70100 (Payroll) or 70200 (Fringe) in the project budget.

The agency task to resolve this situation is as follows:

- 1) Run query HCM query **TN_TL142A_EMPL_ACCTG_DEF** which returns the Timesheet defaults for each employee.
- 2) Check the results of the identified speedcharts from **TN_GL60PE_SPDCHRTS_PRJ_ERRORS** to see if it is the default speedcharts for any employee.
- 3) If the comparison shows no defaults, then the agency needs to decide to either send updates for the SpeedCharts identified below with error situations and either inactive them or update them with a correct Project ID – those requests need to be sent to Jennifer Lewis and Beverly Bean.
- 4) If the comparison shows that the particular speedcharts are defaults, the agency needs to submit default speedchart changes – those request need to be sent to Jennifer Lewis and Beverly Bean.
- 5) Or if the speedcharts need to remain active, the Project Budget needs to be adjusted to add zero dollar amounts on the project budget and finalized to allow for payroll and fringe transactions to process.
- 6) Or if the speedchart should NOT have been replicated to HCM (as a Task Profile) – resolve by sending an effective dated change to the speedchart to Jennifer Lewis and Beverly Bean.
- 7) Once corrections have been made, the agency needs to re-run query **TN_GL60PE_SPDCHRTS_PRJ_ERRORS** to make sure all possible erroring situations with project IDs have been resolved.
- 8) The ultimate goal is that expenditure transactions with Project IDs can process without having errors and speedcharts/task profiles stay current.